

Licensure Application Process and Forms

(Please check back for updates...)

Step 1: Register with the TLU

Once you submit a **Registration Form** to the TLU, your eligibility or readiness to participate in the teacher licensure process through the **Beginning Teacher Support Program (BTSP)** and/or the **Lateral Entry Teacher Program (LETP)** will be determined and prioritized.

Teachers with an initial North Carolina teacher's license (B-K SP 1 or Lateral Entry Provisional B-K) are required to complete the **Beginning Teacher Support Program (BTSP)**. Teachers without an initial license (B-K SP 1 or Lateral Entry Provisional B-K license) must apply for lateral entry through the TLU (Step 2).

Teachers with B-K licensure

Teachers with a B-K SP 1 license (current or expired) will enter the BTSP, and served first. The TLU will send information about the BTSP and reinstating the expired license to the licensed teacher.

Teachers with a B-K SP 2 license must register with the TLU so that the teacher's license renewal cycle can be monitored. B-K SP 2 licensed teachers do not need to complete the BTSP.

- a. Current B-K SP 2 License: Teachers with a current license will complete required professional development as required for renewal.
- b. Expired B-K SP 2 License: Teachers with an expired license will complete appropriate applications to request reinstatement of their licenses (available through the TLU).

Teachers with another state's teacher's license must register with the TLU and complete the appropriate licensure application documents (available through the TLU).

Step 2: Complete Licensure Application

Teachers without a B-K SP 1 or 2 license but have at least a BS/BA degree may qualify for lateral entry.

- a. Lateral entry requirements are listed under Service Priority. Under this category, teachers are issued a type of initial license—Lateral Entry Provisional B-K License, and must participate through the Lateral Entry Teacher Program (LETP).
- b. LETP participants are also completing the requirements of the BTSP while completing lateral entry requirements.

Step 3: Notification of Teacher Applicants for Participation in the BTSP and/or LETP

- a. The TLU will inform you, your site administrator, and local MAF contractor in writing about the next steps in the **Teacher Licensure** process, which will include orientation/training.
- b. The TLU will contact your higher education advisor, if you are currently working with a university or North Carolina Regional Alternative Licensing Center to complete the Lateral Entry process.

Step 4: Complete the BTSP and/or LETP

All initially licensed teachers (Lateral Entry Provisional B-K and B-K Standard Professional 1) must complete the **BTSP**. Only teachers with Lateral Entry licensure must complete the requirements for lateral entry to move to a Standard Professional 1 or 2 license.

Both programs—the LETP and the BTSP—require initially licensed teachers to work with a formally trained **mentor teacher** and to receive four observation/evaluations per year conducted by a **formally trained evaluator**. Initially licensed teachers include those with B-K SP 1 or Lateral Entry Provisional B-K licensure.

For more information about this process...

Cindy Wheeler
Manager, TLU
Office of School Readiness
NCDPI
919/981-5382
Cindy.wheeler@ncmail.net

Cassandra Silver
Licensing Specialist
Office of School Readiness
NCDPI
919/981-7308
Cassandra.silver@ncmail.net

Mailing Address:
2075 Mail Service Center
Raleigh, NC 27699-2075